

Preliminary Preparation

KEY

- P Principal
- CT Crisis Team
- C/N Counselor/Nurse
- T Teacher

Implementing a Crisis Plan

| ACTION | RESPONSIBILITY | | | |
|---|----------------|----|-----|---|
| | P | CT | C/N | T |
| <i>Annually</i> | | | | |
| ___ 1. Review and update Crisis Response Plan. | * | * | * | * |
| ___ 2. Review district procedure for responding to a suicide threat or attempt. | * | * | | |
| ___ 3. Update relevant checklists to be consistent with current procedure. | | * | | |
| ___ 4. Update the school’s Crisis Response Plan telephone tree. | | * | | |
| ___ 5. Review role assignments and revise as needed. | | * | | |
| ___ 6. Update handouts that may be used. | * | | | |
| ___ 7. Update Community Referral Resource List. | * | | | |
| ___ 8. Conduct drills to ensure everyone understands the rules. | | * | | |
| ___ 9. Distribute updated copies of the Crisis Response Plan to designated areas. | * | | | |
| ___ 10. Provide a suicide prevention and crisis response in-service for faculty (see “Sample Faculty Education Sessions” on page GS-163). | | * | | |
| <i>Each Semester</i> | | | | |
| ___ 1. Update school list of high-risk students. | * | | | |
| ___ 2. Identify students who exhibit depressed or emotionally uncontrolled behavior. | | * | * | |
| ___ 3. Determine who knows students best and the appropriate actions to take in a crisis, including parent notification. | | * | * | |

*The asterisks indicate who is responsible for each task item. When there is only one asterisk in the columns for an item, it identifies the individual who has the ultimate responsibility for ensuring the task is done. When there are two or more asterisks in the columns for an item, they indicate that those individuals will likely need to collaborate to complete the task, but none of these individuals will have sole responsibility for the task.

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Preliminary Preparation (continued)

| KEY | |
|-----|-----------------|
| P | Principal |
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| T | Teacher |

Preventing Suicide

| ACTION | RESPONSIBILITY | | | |
|--|----------------|----|-----|---|
| | P | CT | C/N | T |
| <i>Ongoing Assessment, Reporting of Suicide Threats or Attempts</i> | | | | |
| ___ 1. Report to principal, counselor, or nurse any written or verbal suicidal threat. | | * | * | * |
| ___ 2. Assess the current level of suicide risk (see "General Guidelines for Classroom Teachers," "How to Identify and Help Suicidal Youth," and "How to Intervene With a Suicidal Youth" on pages GS-165 through GS-170). | | * | | |
| ___ 3. If concerned for students' imminent safety, then: | | | | |
| ___ Notify parents and suggest resources for immediate follow-up. | | * | | |
| ___ Provide support and maintain communication with student. | | | * | |
| ___ Instill sense of hope. | | * | * | |
| ___ Contact Emergency Services (dial 911) or a mental health professional for advice or response if needed. | | * | | |
| ___ 4. If not concerned for students' imminent safety, then: | | | | |
| ___ Obtain "no-harm" promise from the student and express caring. (The value of this promise depends on the relationship you have with the student.) | | | * | |
| ___ Negotiate to involve family for support of "no-harm" promise. | | | * | |
| ___ Help extend sources of support. | | | * | |
| ___ Provide support. | | | * | |
| ___ Instill sense of hope. | | | * | |
| ___ Provide follow-up to monitor "no-harm" promise and provide counseling services as needed (See "How to Identify and Help Suicidal Youth" and "How to Intervene With a Suicidal Youth" on pages GS-167 through GS-170). | | | * | |

Implementation of Plan

KEY

| | |
|-----|-----------------|
| P | Principal |
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| T | Teacher |

Responding to a Suicide or an Accidental Death

| ACTION | RESPONSIBILITY | | | |
|--|----------------|----|-----|---|
| | P | CT | C/N | T |
| ___ 1. Gather information about the crisis and decide which steps to take. | * | | | |
| ___ 2. Convene Crisis Response Team to: | * | | | |
| ___ Review facts. | * | * | | |
| ___ Develop action plan. | * | * | | |
| ___ Develop a fact sheet for dissemination. | * | * | | |
| ___ Secure outside resources as needed (substitutes, other district support, community support). | * | * | | |
| ___ 3. Contact deceased person's family to: | * | | | |
| ___ Offer condolences. | * | | | |
| ___ Inform about the school's Crisis Response Plan. | * | | | |
| ___ Review information to be released. | * | | | |
| ___ Ensure they have the resources they need. | * | | | |
| ___ 4. Put the school's Crisis Response Plan telephone tree in motion. | * | | | |
| ___ 5. Set up a command station for giving and receiving information. | * | | | |
| ___ 6. Be prepared to respond to media (see "Sample Announcement to the Media" on page GS-179). | * | | | |
| ___ 7. Conduct an emergency staff meeting to share information, review procedures, and clarify roles. | * | | | |
| ___ 8. Distribute information to students, faculty, parents, and others (see sample announcements to faculty and students on pages GS-178 and GS-179). | * | | | |
| ___ 9. Attend emergency staff meeting. | * | * | * | * |
| ___ 10. Ensure that all staff who do not attend emergency meeting receive factual information. | * | | | |
| ___ 11. Provide response scripts to office staff who frequently receive incoming calls and inquiries. | * | | | |
| ___ 12. Inform office manager to: | * | | | |
| ___ Notify office aides of the emergency situation and review emergency procedures with them. | | | | |
| ___ Meet with any secretaries who were not at the staff meeting to inform them of the situation. | | | | |

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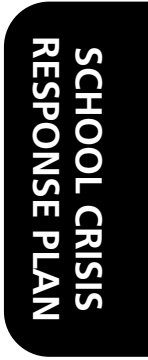
Implementation of Plan (continued)

| | |
|------------|-----------------|
| KEY | |
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ACTION

RESPONSIBILITY

| | P | CT | C/N | T |
|---|----------|-----------|------------|----------|
| ___ 13. Inform head custodian to notify all custodians: ___ Of the emergency situation. ___ To check all restrooms twice each period. | * | | | |
| ___ 14. Inform food service manager to notify food service personnel. | * | | | |
| ___ 15. Advise PTSA officers to inform as many parents as possible, to schedule a parents' meeting in the near future, or to do both activities. | * | | | |
| ___ 16. Review current list of high-risk students: ___ Monitor their attendance each period. ___ Ensure each student is contacted by an assigned staff member. ___ Ensure parents are contacted as needed. ___ Keep the command station informed of all actions and progress. ___ Keep notes on contacts with these students and any actions taken (see "Sample Record-Keeping Worksheet" on page GS-180). | | * | * | |
| ___ 17. Identify students who were close friends of the deceased person and are likely to be affected: ___ Meet with close friends individually or in a group. ___ Contact parents of friends as needed. ___ Keep notes of concerns about and contacts with these students (see "Sample Record-Keeping Worksheet" on page GS-180). ___ Inform the command station of all actions and progress. | | * | * | |
| ___ 18. Meet with student leaders to review their roles. | | * | | |
| ___ 19. Be available to other students who are experiencing difficulty. Meet with them individually or in small groups. | | * | * | |
| ___ 20. Ensure all staff have updated referral resources. | | * | | |
| ___ 21. Notify parents when a referral is needed to a counseling professional in the community. | | | * | |
| ___ 22. If appropriate, meet with students who are attending the funeral to prepare them for the experience. | | | * | |
| ___ 23. Help students share the emotions they may feel and also understand that a wide range of emotions may be appropriate in different settings. | * | * | * | * |
| ___ 24. Identify students who are having a difficult time coping and have them accompanied to a counseling center. | | | | * |
| ___ 25. Gather in the faculty room to support each other throughout the day. | * | * | * | * |
| ___ 26. Attend funeral, if possible. | * | * | * | * |



Post-Crisis/Suicide Interventions

KEY

- P Principal
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- C/N Counselor/Nurse
- T Teacher

ACTION

RESPONSIBILITY

| | P | CT | C/N | T |
|--|---|----|------------------|---|
| ___ 1. Review interventions taken and plan post-intervention activities: ___ Debrief crisis event. ___ Plan follow-up activities. ___ Report on and discuss the intervention at a faculty meeting to debrief event. | | * | * | |
| ___ 2. Facilitate 1-, 3-, and 6-week follow-ups: ___ Remain alert to students who exhibit depressed behavior. ___ Meet with close friends of the deceased. ___ Meet with all students who have been identified as seriously affected by the death. ___ Meet with parents of the deceased and the group of parents who have been affected by the death. | | * | * * * * | * |

